
Health Cost Dispute Resolution Specialist

Workers Compensation Division

Job Announcement Code: 15-04262

[Printable Job Announcement](#)

Deadline

February 14, 2016

Salary Information

Starting salary is between \$33,446 and \$57,969 per year depending on qualifications, plus excellent benefits. This classification is in pay schedule-range 12-64. A six-month probationary period is required.

Introduction

Join the Department of Workforce Development for the opportunity to help build the workforce to move Wisconsin forward! The Division of Workers Compensation is currently recruiting a **Health Cost Resolution Specialist**.

This position is located in downtown Madison in close proximity to a variety of food, music and merchandise venues. For more information about the DWD, please visit <http://dwd.wisconsin.gov/dwd/aboutdwd.htm>. DWD offers an exciting place to work with an excellent benefits package (see <http://etf.wi.gov/careers/benefits.htm>), a casual office environment, and many opportunities to develop and grow your skills.

Job Duties

As a valued member of the Legal Services Bureau team, you will resolve health care disputes over the reasonableness of fees and necessity of treatment for medical services provided to injured workers; prepare cases for resolution of disputes involving the pharmacy fee schedule; and provide professional and administrative support with handling claim correspondence.

Required Knowledge, Skills and Abilities

Knowledge of investigative techniques; dispute resolution methods, principles and techniques; problem solving and conflict resolution techniques; medical terminology; coding for health care service procedures; customer service methods. Ability to: read, interpret and apply statutes and administrative rules; deal with medical reports, documents and other factual materials; work with computer health service cost databases and imaging systems; make difficult and unpopular decisions and work with diverse groups; maintain cooperative relationships with co-workers and division staff. Skills in: a PC environment; basic mathematics to perform payment calculations; effective oral and written communications; working in a team environment.

Background Check

Due to the nature of this position, a criminal background check may be conducted prior to making an offer of employment.

How to Apply

You are required to apply and take an examination online. The exam is available at [WiscJobs](#). Before you begin the on-line exam process, please use the "Preview Exam" feature to determine if you are interested in and qualified for this position.

Questions regarding the examination can be directed to Lisa Buske at (608) 266-9310 or LKBJobs@dwd.wi.gov.

Application/examination materials must be completed and finalized on-line by the deadline date. The application materials you submit are considered to be an examination. The materials will be evaluated and scored by a panel of experts, and the most qualified applicants will be invited to participate in the next stage of the recruitment process.

TRANSFER PROCESS: If you are a current classified employee in Wisconsin State Civil Service and your classification is in the same, counterpart or higher pay range of this position OR have reinstatement eligibility to such a position, please submit a resume and cover letter describing your qualifications as they relate to this position, and current classification and pay range to Alexandra Camarao; DWD/HRS; 201 E. Washington Ave; P.O. Box 7946; Madison, WI 53707-7946 or email to ACCJobs@dwd.wi.gov no later than 11:59 PM on the deadline date. We encourage you to verify your eligibility prior to applying as a transfer candidate; ineligible candidates will not be considered.